



**New Hampshire State Conservation Committee**  
**P.O. Box 2042**  
**Concord NH 03302-2042**  
**SCC.nh.gov**

## **Conservation “Moose Plate” Grant Program**

### **2016 Conservation Grant Application Instructions**

(RELEASE DATE: July 1, 2015)

**2016 Application Due Date: September 25, 2015**

## **New Hampshire State Conservation Committee** **2016 Conservation Grant Application Instructions**

This document includes information about the New Hampshire State Conservation Committee Conservation Grant Program, and instructions for preparing a 2016 Conservation Grant. The *Application Form* is a separate document available at

<http://www.nh.gov/scc/grants/index.htm>

A separate Excel Budget file is also available to download. Applicants may opt to use either the Excel budget files or the Word budget files included in the *Application Form*. The Instructions for the *Application Form* begins in this document on page 7 “*Application Instructions*.” Note that *Application Form* section numbers correspond with the *Application Instructions* section numbers, and that all instructions for completing the application form will be contained in this document. The *Application Form* and *Task Budget* and *Total Budget* forms are separate documents. ***Download both the Application Form (Word) and the Budget File (Excel) from the SCC website.*** Both documents are in “Protected View” and may require “Enable Editing” to complete.

### **Conservation Grant Program Information**

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#### **About the NH State Conservation Committee and the Conservation Grant Program**

The purpose of the New Hampshire State Conservation Committee Conservation Grant Program ([RSA 261:97-c](#) section III) is to support and promote programs and partnerships throughout the state that protect, restore, and enhance the state’s valuable natural resources.

The New Hampshire State Conservation Committee (SCC) is a state agency responsible for promoting natural resource conservation, coordinating the activities of County Conservation Districts and managing the Conservation Grant Program. The SCC is comprised of a board of twelve members representing the public agencies, county conservation districts and municipal conservation commissions responsible for natural resources conservation.

Funds for the SCC Conservation Grant Program are derived from the sale of conservation and heritage license plates, or “Moose Plates.” Vehicle owners may voluntarily purchase conservation license plates for \$38 the first year, and \$30 in succeeding years (for information about the conservation license plates, see [www.mooseplate.com](http://www.mooseplate.com)). The SCC Conservation Grant Program is one way that the voluntary contributions result in improved natural resource conservation in New Hampshire.

The SCC Conservation Grant Program is a highly competitive annual grant program. Where appropriate, applicants should highlight how the project addresses multiple resource concerns and / or promotes new conservation initiatives. The SCC website includes a link to previously successful grants. Applicants are encouraged to contact the Conservation Grant Program Administrator prior to submittal.

#### **Eligible Applicants and Sites**

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**Eligible Applicants** are as follows:

- County Conservation Districts
- County Cooperative Extension Natural Resource Programs

- Municipalities, including agencies and commissions engaged in conservation programs
- Qualified nonprofit organizations engaged in conservation programs
- Public and private schools (Kindergarten through Grade 12)
- Scout groups

### **Eligible Sites**

Projects on public and private land are eligible with the signed consent and approval of the appropriate governing body or landowner(s).

## **Project Eligibility**

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### **Qualifying Project Categories**

Conservation Grants are awarded for projects that enhance New Hampshire's environment by promoting the sustainability of the state's natural resources. The SCC Conservation Grant Program supports projects that yield "on the ground" results. While program planning and design are eligible activities, project costs should primarily consist of implementation tasks.

Projects must qualify in one of the following six Project Categories:

- Water Quality and Quantity: Restore, enhance, maintain or protect.
- Wildlife Habitat: Create, restore, enhance, manage or protect.
- Soil Conservation and Flooding: Reduce or prevent erosion, or improve soils.
- Best Management Practices: Plan and implement for agriculture, storm water or forestry.
- Conservation Planning: Accomplish a conservation project or outcome that includes a public involvement component.
- Land Conservation: Permanent land protection through conservation easement or fee acquisition and / or associated transaction and stewardship costs.

Examples of projects eligible for SCC funds:

- Water Quality and Quantity: Restore, enhance, maintain or protect.  
*Stabilizing or restoring flow in a stream impaired by inadequate culverts and crossings.*
- Wildlife Habitat: Create, restore, enhance, manage or protect.  
*Improving wildlife habitat in accordance with the New Hampshire Wildlife Action Plan.*
- Soil Conservation and Flooding: Reduce or prevent erosion, or improve soils.  
*Correcting erosion problems on existing trails and other areas impacted by public use.*
- Best Management Practices: Plan and implement for agriculture, storm water or forestry.  
*Installing agricultural BMPs that protect water resources or conserve soil.*
- Conservation Planning: Accomplish a conservation project or outcome that includes a public involvement component.  
*Develop a natural resource conservation program and implement protection strategies.*
- Land Conservation: Permanent land protection through conservation easement or fee acquisition and / or associated transaction and stewardship costs.  
*Contributing to land conservation project acquisition costs or transaction costs.*

Examples of ineligible projects:

- New trail construction and interpretive signage.
- Classroom curriculum development.
- Preparation of educational brochures.
- Researching techniques to improve wildlife habitat.
- Natural resource inventories not likely to result in on-the-ground improvements.
- Outreach materials that are not directly connected to on-the-ground conservation projects.

## **Grant Funds, Match Funds, Project Timeline, Grant Award Process**

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### **Grant Fund Availability and Grant Fund Requests**

Approximately \$230,000 is available for the 2016 grant round.

The total SCC grant request per application cannot exceed \$24,000.

### **Match Funds**

The SCC Conservation Grant program does not require match funds. However, demonstrating matching contributions of other funds and services will enhance the application.

- Match may be in the form of cash or in-kind contributions from the applicant organization, project partners, or other sources.

***In-kind Match*** includes the contributions of donated services and goods such as staff time, volunteer hours, materials and other services. In-kind services can be paid staff time or volunteer time, which is directly related to implementation of the project. Volunteer hours can be valued at \$23.07 per hour, or the current rate posted at [http://www.independentsector.org/programs/research/volunteer\\_time.html](http://www.independentsector.org/programs/research/volunteer_time.html). Higher in-kind rates can be claimed if a person volunteered services in their professional capacity. In this case, the volunteer rate is the person's "billable" rate for the service. Documentation of employee and volunteer time will need to be submitted with invoicing.

***Cash Match*** includes funds such as other state, federal or foundation grants, funds received through private fund raising campaign and other direct cash contributions.

- Landowners are encouraged to demonstrate commitment to the project by contributing in-kind or cash match.
- Match funds must be included in Application Sections 3 Budget Tables and Budget Narrative if the funds are necessary for the project's completion.

### **Project Timeframe**

Projects are to be completed within two years of Grant Agreement award date. Project completion dates for the 2016 grants will be either December 1, 2017 or April 30, 2018.

## Notifications and Grant Fund Awards

- The Legal Contact will be notified via email of the SCC's receipt of the application. The SCC will notify the Legal Contact by mail of the grant award decision.
- Depending on the amount of grant program funds available and grant cycle competitiveness, the SCC may award partial funding for an application. Partial funding may require modification to the project.

STEPS IN THE PROCESS	APPROXIMATE TIME FRAME
1. Application is available online.	7/2015
2. Applications are due.	9/25/2015
3. SCC Application review process. Applicants may be contacted for additional information to clarify the project.	10/2015
4. SCC Grant Review Committee Meeting. Evaluates Applications; provides funding recommendations to SCC Board.	11/2015
5. SCC Board Meeting. SCC Board approves final selection of projects & funding.	11/2015
6. All Applicants are notified of funding decision. SCC 2016 Conservation Grant Awards are announced.	11/2015
7. Grant Agreements drafted and sent to Applicants for review & signature. Applicants provide necessary documentation to SCC for Grant Agreement packet.	1/2016 -3/2016
8. Department of Agriculture Commissioner and NH. Attorney General Office review/approve Grant Agreement and documentation.	2/2016 - 4/2016
9. Submit Grant Agreement to Governor and Executive Council for approval.	3/2016 - 6/2016
10. Governor and Council approval.	4/2016 - 6/2016
11. SCC notifies Grantee; Project may begin.	4/2016 - 6/2016

## Application Submittal Procedure

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Applications will be accepted on forms provided by the State Conservation Committee (see *Application Form* document). An acceptable application consists of all *Application Form* sections and appendices being completed and submitted on or before the due date.

### Submittal Packet

The *Application Form* is to be completed electronically. A completed *Application Form Packet* shall include the following:

- Nine (9) complete paper Applications ("Application" includes the *Application Form* plus Appendices). The nine (9) Applications shall include one (1) Application with an original signature for the legal contact, and eight (8) Applications with signature as copy.
- The original Application shall have an original signature for the legal contact.
- The original Application shall be single sided. The eight Application copies may be single or double-sided copies; double sided is preferred. Do not spiral bind the applications; butterfly clip or staple the proposal.

- All materials must be included in the application packet.
- Letters of Support should be included in the packet and not be sent separately. Letters of support sent separately will not be considered. Letters of support should be addressed to the NH State Conservation Committee.
- All application materials, including the narrative, attachments and maps, should be 8½" x 11".
- One (1) CD-ROM of the Application including Application Form, Budget (if excel option) and Appendices.
- All Applications must be in MS-Word format, except Appendices may be submitted in pdf or Word format.
- Applications may not be submitted via email.

### **Application Delivery**

#### Mail Applications to:

NH State Conservation Committee  
Conservation Grant Program  
PO Box 2042  
Concord, NH 03302-2042

#### For overnight shipping or hand deliveries from 8 am to 4 pm, please deliver to:

NH State Conservation Committee Conservation Grant Program  
c/o Department of Agriculture, Markets & Food  
Office of the Commissioner  
State House Annex - 25 Capitol Street  
2<sup>nd</sup> Floor, Room 220  
Concord, NH 03301

### **Application Due Date: September 25, 2015**

Applications may be mailed or hand-delivered.

- Mailed applications must be postmarked no later than **September 25, 2015**.
- Hand delivered applications must be received and signed-in at the Department of Agriculture, Markets and Food office by **September 25, 2015, office hours from 8 am to 4 pm**.

Applications that are late or incomplete will not be accepted.

### **Contact Information**

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To discuss project proposals, and for all other questions about the SCC Conservation Grant Program information, contact:

Dea Brickner-Wood, Administrator  
(603) 868-6112 ~ [bluesky24@comcast.net](mailto:bluesky24@comcast.net)

## **Application Instructions**

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*Application Instruction* sections below correspond with *Application Form* sections. All application sections must be completed, unless otherwise noted as “if applicable”. The Application Form sections with character limits are provided in the text boxes. The character limits serve as a means to check narrative length - applicants are not required to meet the character limits. Note that the character count includes spaces.

### **Section 1: Summary Application Information**

**1. Project Title.** Provide a project title, name and mailing address of the applicant organization. (Character Limit 100)

**2. Applicant Organization.** Provide the name, mailing address and contact information for the Applicant. The “Applicant” is the entity entering into a Grant Agreement contract with the New Hampshire Department of Agriculture, Markets and Food (serving on behalf of the NH State Conservation Committee). The Applicant is the entity legally responsible for the implementation of the grant, and will receive grant payments.

An Applicant may serve as a fiscal agent for another organization. The “Organization” is the entity working with the Applicant to implement the project.

**3. Grant Request.** The Grant Request is the total SCC grant funds requested as shown in Section 4.2 Total Project Budget. Total SCC grant request cannot exceed \$24,000.

**4. Legal Contact.** Provide the name, title, and contact information for the person authorized to sign the application, and the Grant Agreement (if the project is funded). If the address information is same as in Section 1.2 indicate by “See Above”.

**5. Principal Project Contact.** If different from the Legal Contact in Section 1.4 provide the name, title, and contact information for the person serving as the Principal Project Contact, and capable of answering questions about the application. If the contact person, address and contact information are same as in Section 1.4 or Section 1.2 Indicate by “See Above”.

**6. Select Primary Contact.** Select either the Legal Contact or Project Contact person to receive grant paperwork and communications. Note: If a Project Contact person is identified, the Legal Contact will still be responsible for signing the Grant Agreement.

**7. Project Location.** Provide location information as requested.  
Appendix 1 Project Site Map, Appendix 2 Regional Map

**8. Applicant Type.** Select one.

- County Conservation District
- County Cooperative Extension Natural Resource Program (*note that grants will only be awarded through County Cooperative Extension programs*)
- Municipal government, including agencies and commissions engaged in conservation programs
- Qualified nonprofit organization engaged in conservation programs
- Public and private school (Kindergarten through Grade 12)
- Scout group

Successful applicants, except for municipalities and County Conservation Districts, must provide documentation of nonprofit status (registration with the Secretary of State or the Charitable Trust Division of the NH Department of Justice).

**9. Project Dates.** Provide an estimated start date and completion date. Grant periods extend for up to two years from the date of Grant Agreement approval. Project completion dates for the 2016 grants will be either December 1, 2017 or April 30, 2018.

**10. Project Summary.** (Character Limit 400). Provide a summary of the project. The SCC will use this description for reporting and media purposes.

**11. Project Category.** Select one.

It is acknowledged that a project may achieve more than one conservation goal and therefore address more than one project category. Please select only the primary project category. Section 2 Project Proposal Narrative provides an opportunity to address the other conservation benefits of the project.

- Water Quality and Quantity: Restore, enhance, maintain or protect.
- Wildlife Habitat: Create, restore, enhance, manage or protect.
- Soil Conservation and Flooding: Reduce or prevent erosion, or improve soils.
- Best Management Practices: Plan and implement for agriculture, storm water or forestry.
- Conservation Planning: Accomplish a conservation project or outcome that includes a public involvement component.
- Land Conservation: Permanent land protection through conservation easement or fee acquisition and / or associated transaction and stewardship costs.

**12. Landowner Consent.** Projects located on public and private land are eligible with the signed consent and approval of the appropriate governing body or landowner(s). Provide the landowner's consent documentation in Appendix 6. Check box Yes or Not Applicable.

**13. Previous SCC Conservation Grant Awards**

**A. Recipient of a SCC Grant.** Has the applicant organization previously received an SCC Conservation Grant? Check box Yes or No.

**B. Award Date of Most Recent SCC Grant.** Provide the date (award year) of the most recently received SCC Conservation Grant. If the applicant has not received an SCC grant, check box "NA" (Not Applicable)

**C. Status.** Provide the following information completion status of the last SCC grant received by the applicant (Character Limit 300).

- If the applicant has not received an SCC grant, check box "NA" (Not Applicable)
- If the applicant has completed the project and the grant is closed, respond: "Closed" and provide the date the project closed.
- If the applicant's grant is still open and in progress, provide a brief update on the project and the expected completion date.



#### **14. Authorization**

Signature of the individual authorized by the applicant organization to execute the application. The original application should have the original authorization signature.

#### **15. Project Application Checklist**

Completed Application section checklist to ensure compliance.

### **Section 2: Project Proposal Narrative**

The Project Proposal Narrative includes Section 2, items 1 through 5. If applicable, provide project information in Appendix 3 Photographs, Appendix 4 Conservation or Site Plan, Appendix 5 Permits and Approvals (secured or required), Appendix 6 Landowner Consent, and Appendix 8 Other Supporting Documentation.

#### **1. Project Statement of Need and Goal(s)** (Character Limit 3,500)

**A. Statement of Need.** Describe the problem or need to be addressed by the project.

**B. Project Goal(s).** Describe the project's end result(s). Describe how these results will be accomplished through measurable and specific tasks.

#### **2. Regional Context** (Character Limit 3,000)

As applicable to the project, provide the following information about the project's regional context. *Region* may be defined as a watershed, sub-watershed, or other landscape scale designation.

- Address how the project will contribute to resolving the problem or need (identified in Section 2.1) in the geographic region and/or watershed. If applicable, describe the project's relationship to other conservation initiatives, and collaboration with other public, private and non-profit entities in the region and/or state.
- Describe how the project contributes to natural resources connectivity. (Examples: NH Wildlife Action Plan, NH GRANIT Conservation/Public Lands data layer, Eastern Brook Trout Joint Venture, Municipal Plans, Regional Greenway or other Conservation Plans.) Information regarding the location of other existing protected lands: <http://granitview.unh.edu/>.
- Cite local, regional or statewide plans and studies that identify the issue and support the project's actions. (Examples: plans for watershed management, conservation, stormwater, comprehensive invasive species management)
- Provide a map that illustrates the location of the project within a regional context. (Appendix 2)

#### **3. Conservation Priorities** (Character Limit 5,000)

Describe how the project addresses one or more of the following 2016 SCC Conservation Grant Program Priorities. Only address those Conservation Priorities that specifically apply to the project.

Access to Data. Listed below under the Conservation Priorities are suggested data links. You may also access data for multiple Conservation Priorities through the State's One Stop Website: <http://www2.des.state.nh.us/gis/onestop/>

## **A. Soil**

- Reduces soil erosion, compaction, and sediment deposition.
- Sustain or enhance soil health and productivity.
- Permanently protects prime, statewide and locally important soils.

Soil resource information links:

Web Soil Survey - <http://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>

Soils information for NH - <http://www.nrcs.usda.gov/wps/portal/nrcs/main/nh/soils/>

NH Natural Resources Conservation Service (NRCS) Technical Resources -

<http://www.nrcs.usda.gov/wps/portal/nrcs/main/nh/technical/>

NRCS Soil Health Awareness -

<http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/soils/health/>

## **B. Water**

Addresses a water quality or quantity problem and contributes to improvements.

- Source Water Protection
- Drinking Water Supply and Well Head Protection

Source Water, Drinking Water and Well Head Protection information link:

<http://des.nh.gov/onestop/index.htm>

- Impaired Waters (Classifies streams and wetland improvements)
- Prime Wetland protection
- Nonpoint runoff

## **C. Plants**

- Promotes an ecosystem restoration approach where the use of native species is encouraged.
- Benefits rare, threatened or endangered native species or exemplary natural communities.

Plant resource information Natural Heritage Bureau website: <http://www.nhdf.org/about-forests-and-lands/bureaus/natural-heritage-bureau/>

## **D. Wildlife and Fisheries**

- Improves or protects habitat for wildlife and fish.
- Benefits rare, threatened or endangered species.
- Enhances the conservation of species or habitats at risk, as identified in the New Hampshire Wildlife Action Plan.

Wildlife and Fisheries resource information WAP links:

<http://www.wildlife.state.nh.us/wildlife/wap-using-maps.html>

<http://www.wildlife.state.nh.us/maps/wap.html>

<http://www.wildlife.state.nh.us/wildlife/profiles.html>

## **E. Air**

- Addresses air quality on site and in surrounding areas.

Air resource information on local, regional and national collaborations, data gathering, analysis, and control efforts: <http://des.nh.gov/organization/divisions/air/index.htm>

## **F. Climate Adaptation and Resiliency**

- Addresses climate resiliency issues.
- Energy conservation.

Climate resource information links:

NH State Climate Action Plan

[http://des.nh.gov/organization/divisions/air/tsb/tps/climate/action\\_plan/nh\\_climate\\_action\\_plan.htm](http://des.nh.gov/organization/divisions/air/tsb/tps/climate/action_plan/nh_climate_action_plan.htm)

Ecosystems and Wildlife: Climate Change Adaptation Plan (NH Wildlife Action Plan amendment) <http://www.wildlife.state.nh.us/wildlife/wap-climate.html>

Sea level Rise, Storm Surges, and Extreme Precipitation in Coastal New Hampshire: Analysis of Past and Projected Future Trends

[http://nhcrhc.stormsmart.org/files/2013/11/CRHC\\_SAP\\_FinalDraft\\_09-24-14.pdf](http://nhcrhc.stormsmart.org/files/2013/11/CRHC_SAP_FinalDraft_09-24-14.pdf)

#### **4. Other criteria that support the project** (Character Limit 3,000)

Addresses other resource considerations that support natural resource conservation:

- Historic and cultural resources and the need to protect them. (e.g. burial grounds, historic mill sites).
- Invasive species control.

Invasive resource information links:

<http://des.nh.gov/organization/divisions/water/wmb/coastal/cwipp/index.htm>

- Local food system viability.
- Community outreach, education and public participation activities.
- Other

#### **5. Applicant Institutional Capacity and Project Partners** (Character Limit 3,500)

- Describe the applicant's institutional capacity to successfully implement the project.
- Describe the roles and extent of participation by other project partners.
- Letters of support from project partners, confirming their roles and contributions, may be provided in Appendix 7 Letters of Support.

### **Section 3: Stewardship and Public Awareness**

#### **1. Long-Term Project Management and Stewardship** (Character Limit 3,500)

Describe how the project will provide lasting benefits. When the grant has been completed, describe how long-term implementation, monitoring, or stewardship will be accomplished.

#### **2. Moose Plate Program Public Awareness** (Character Limit 2,000)

Describe how the SCC Conservation Grant Program will be recognized.

Successful applicants will be required to post a SCC Conservation Grant Program Moose Plate sign, and include SCC logo and promotional language in all project communications.

### **Section 4. Budget: Project Tasks and Total Project**

Budget tables are available in Excel, as a separate file to download on the SCC website. The budget tables are to be included with the application form. The Excel workbook includes three tabs: Task Budget, Total Budget, and Instructions (same as the instructions provided below). The workbook is in "Protected View" and require "Enable Editing" to complete.

#### **1. Project Task Descriptions and Budget**

Prepare for *each* project task a separate budget table. Add project task budget tables as needed. A project task budget table should be completed for all project tasks that are necessary for the completion of the project, including those project tasks being completed

with SCC Grant Funds, SCC Grant Funds and Match Funds combined, or with only Match Funds.

Table Format and Totals: The Task Budget and Total Budget are formula protected. The formula will provide totals in Column E (highlighted in blue). Please do not change the formula.

Task Action. Describe the specific task or action(s) that will be undertaken.

Task Measurable Outcome. Describe what will be accomplished as a result of completing the task.

Task Budget Description. Provide an explanation of the budget for the task, as appropriate.

Budget Categories.

- Expense Categories. Include additional expense categories to the table as needed. Reasonable wages, salary and associated administrative and overhead costs are eligible if clearly demonstrated as a necessary component of the project's implementation.
- Match Funds. Match Funds - or funds from other funding sources - are those resources necessary to complete the project, including both cash and in-kind sources (see page 4 Match Funds). Match funds must be included in the Budget Tables if the funds are necessary for the project's completion.

### Project Task Descriptions and Budget

<b>Task Number</b>			<b>Task Budget \$</b>	
<b>Will SCC Grant Funds be used for this task?</b>	<input type="checkbox"/> Yes or <input type="checkbox"/> No		<b>Project Completion Date</b>	
<b>Task Action</b>				
<b>Task Measureable Outcome</b>				
<b>Task Budget Description</b>				
<b>Project Expense Description</b>	<b>SCC Grant Funds Requested</b>	<b>Match Funds: Cash</b>	<b>Match Funds: In-kind</b>	<b>Totals SCC + Match Funds</b>
Supplies, Materials				
Equipment				
Purchases				
Contract Services				
Staff: Wages / Salary				
Administrative				
Other				
<b>Total</b>				

## 2. Total Project Budget

Complete the Total Budget Table, combining all task(s) identified in the previous table(s). If the project only has one task, the Total Budget Table will be containing the same information as the Project Task Description and Budget Table.

Project Expense Description	SCC Grant Funds Requested	Match Funds: Cash	Match Funds: In-kind	Total SCC + Match Funds
Supplies, Materials				
Equipment				
Purchases				
Contract Services				
Staff: Wages				
Administrative				
Other				
Total				

## 3. Budget Narrative (Character Limit 3,500)

### A. Budget Justification

Describe how budget costs were calculated. Provide necessary documentation (Appendix 8. Other Supporting Documentation), such as bid statements, purchase and sales agreements, or estimates from qualified entities.

### B. Match Funds and Services - Other Project Funds

Summarize by listing in bullet form the match funds for the project. Include fund source, if those funds have been secured or estimated timeframe for funding decision, and estimated date of receipt. Provide a description for in-kind sources of funds.

## Section 5. Appendices

Provide the applicable Appendices, and reference where appropriate in the application narrative.

- 1. Project Site Map.** Project site location on USGS quadrangle map (required).
- 2. Regional Map.** Location of the proposed conservation project within a regional context (required).
- 3. Photographs.** Dated, colored photographs of the site of the proposed conservation project (if applicable).
- 4. Conservation Plan or Site Plan.** Plan showing details of construction, plantings and grading. If original is color, color copies are required (if applicable).
- 5. Permits and Approvals.** List of permits and approvals that have been received or may be required (if applicable).

- 6. Landowner Consent.** Projects on public and private land are eligible with the signed consent and approval of the appropriate governing body or landowner(s). Provide written consent and approval from project site owner(s) (if applicable).
- 7. Letters of Support** (optional).
- 8. Other Supporting Documentation.** Provide documents supporting budget line items, project designs, or other documentation.

### **Successful Applicants: Grant Administration and Documentation Requirements**

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If your proposal is awarded a Conservation Grant from the NH State Conservation Committee the grant award will not be considered final until all necessary documents are approved. Issuance of funds is dependent upon a fully executed Grant Agreement and submittal of the required documentation. The SCC will provide an information packet to successful applicants (Grantees) detailing the requirements. In summary, the following documentation will be required:

- Applicant State of NH Vender Code (or completes an Alternate W-9 form provided by SCC).
- Certificate of Authorization for Grant Agreement signatory (form provided by SCC).
- Grant Agreement (form provided by SCC). Successful applicants, or Grantees, will enter into a Grant Agreement with the Department of Agriculture, Markets and Food following review and approval from the Department of Justice and the Department of Agriculture.

Grantees with cumulative grant awards through the Department of Agriculture, Markets and Food totaling \$25,000 or more in a given fiscal year will require approval from the Department of Agriculture, Department of Justice and the Governor and Executive Council.

- Certificate of Insurance. The Grantee must provide a copy or original Certificate of Insurance to the SCC for comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence. Cost of insurance cannot be a component of the application. The SCC may choose to modify this requirement after evaluating the possible exposure of the State to liability with respect to the proposed grant agreement.
- A Certificate of Good Standing from Secretary of State (original document required for non-governmental organizations.)
- The SCC requires NH Conservation Number Plate Program signs to be displayed at all project sites. The SCC logo and promotional language are required on all materials pertaining to the funded project.
- The State Conservation Committee may request additional information from the applicant including financial and budget information, proposed service contracts and other items as may pertain to the project.

### **Project Payment, Completion and Monitoring**

- Payments shall be based upon the satisfactory documentation and description of the completion of project tasks as defined in the Grant Agreement. The SCC will provide an invoice form.
- Grantees are required to submit a final project report. The SCC will provide the final report form. The final project report shall document the completion of project tasks and the results attained. The final project report shall be submitted in both paper and CD-ROM.
- The State Conservation Committee shall be responsible for assessing compliance with Grant Agreements and for reporting project results to the Governor and the Legislature.